



# AV CaptureAll

## **How-to Guide: Edit Participants**

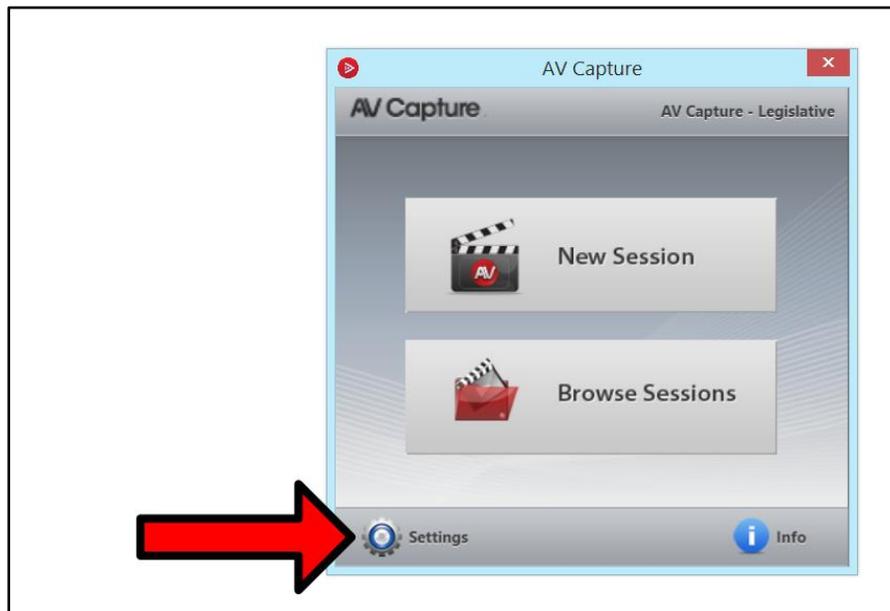
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## Overview

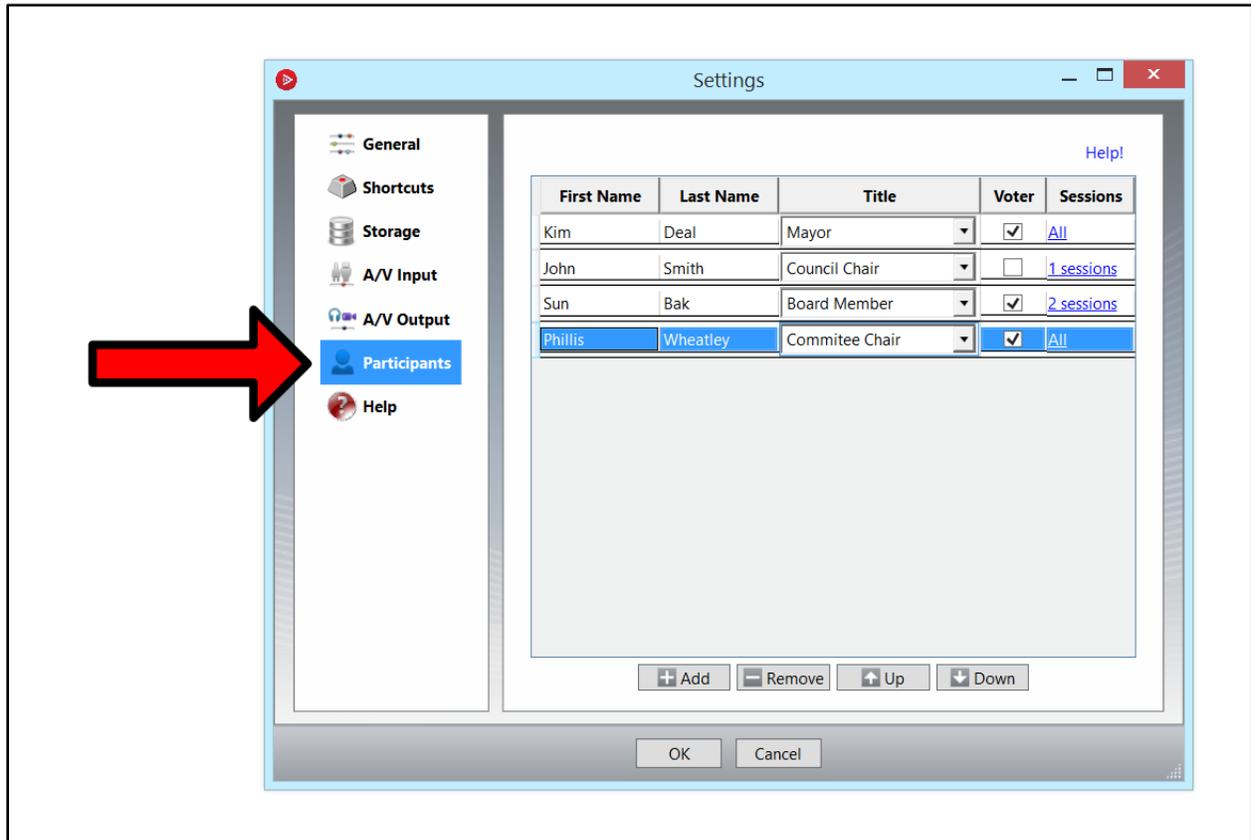
The purpose of this guide is to walk you through the steps necessary to add, edit, or remove participants. This will allow you to use the Roll Call and Motion & Voting features in agendas/minutes. If at any time you have questions regarding this process, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at [Support@AVCaptureAll.com](mailto:Support@AVCaptureAll.com).

## Directions

**Step 1:** Launch AV Capture and open the Settings window.

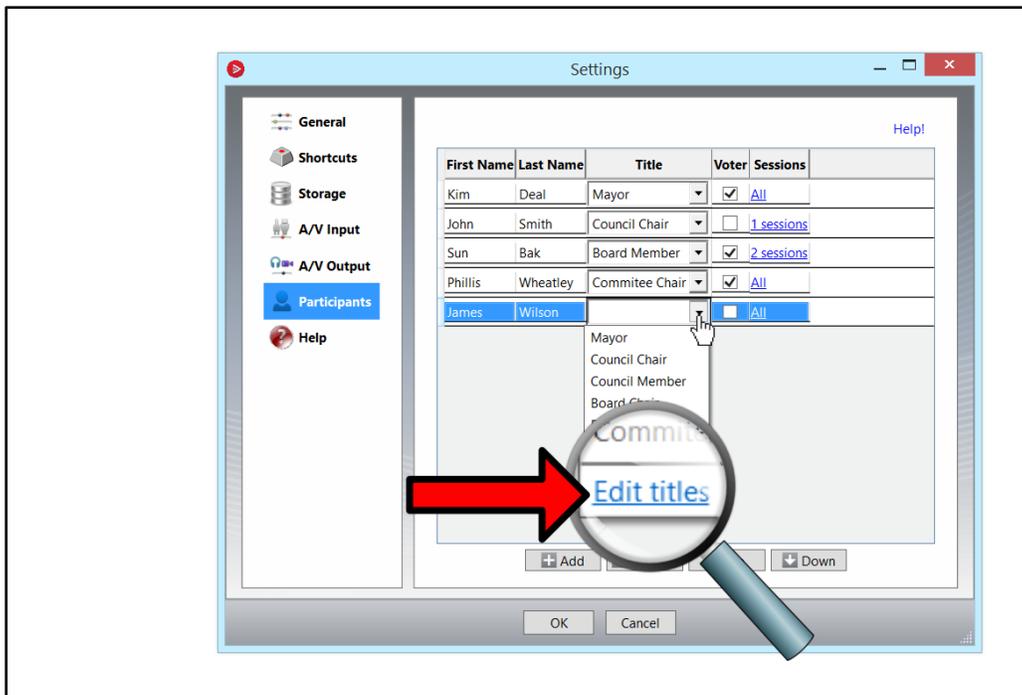


**Step 2:** Navigate to the Participants tab in the Settings window.

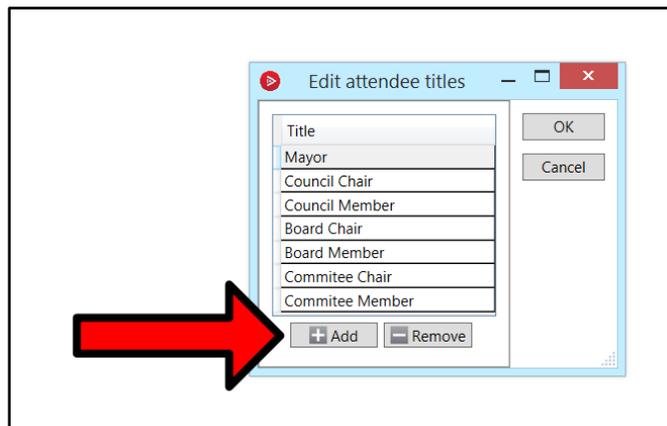


**Step 3:** To create and setup a new participant:

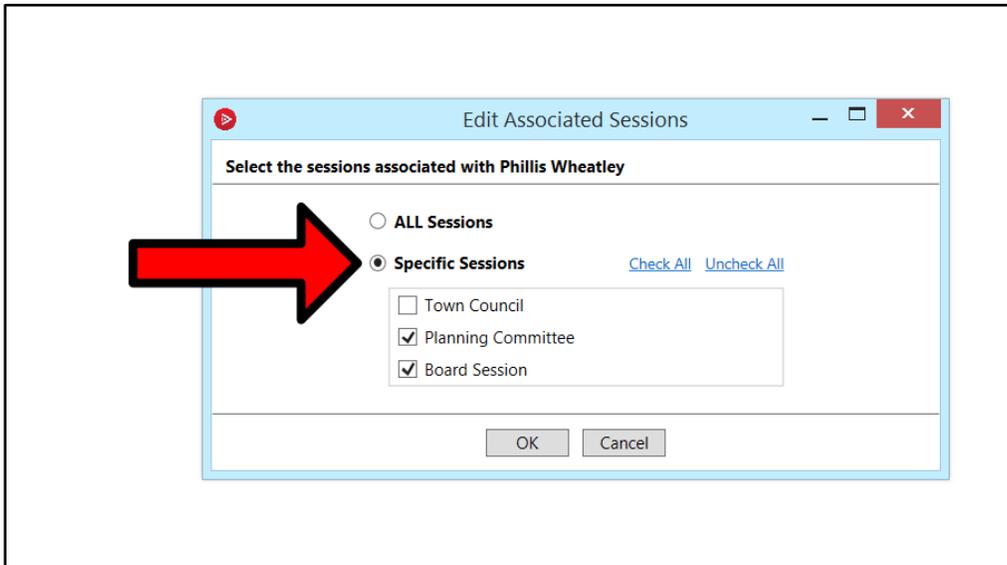
1. Click the (+ **Add**) button.
2. Type the first name.
3. Type the last name.
4. Using the dropdown menu, select the participant's title. There are a number of default titles to choose from.
  - a. If the desired title is not listed, click the Edit Titles link (as shown below). This will open the Edit Attendee Titles window.



- b. Click the (+ **Add**) button (as shown below). Type the desired title (e.g. Chief Troublemaker) and click OK. The new title will now be available for selection in the dropdown menu.



5. Check or uncheck the Voter box to select whether the participant has the right to vote in meetings.
6. By default, new participants are associated with all session names. To change this:
  - a. Click the link in the Sessions column to access the Edit Associated Sessions window.
  - b. Select the Specific Sessions radial button (as shown below).



- c. Check the box for each session name (i.e. meeting type) the participant is to be associated with and click OK.

**Step 4:** To edit an existing participant, use the same methods provided in Step 3.

**Step 5:** To remove an obsolete participant, simply select (i.e. highlight) the participant and click the (- **Remove**) button.

**Step 6:** Once the list of participants has been completed, it may be re-ordered using the (▲ **Up**) and (▼ **Down**) buttons.

## **Summary**

If you followed the steps above, your participants list should now be up-to-date and accessible when using Roll Call and Motion & Voting. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at [Support@AVCaptureAll.com](mailto:Support@AVCaptureAll.com).